

JAG REPORTING TABLE

REQUIREMENT: A copy of each report submitted must be saved in the corresponding grant file.

REPORT	PERIOD COVERED	SUBMIT TO OCJP
Tennessee Dept. of F & A Invoice for Reimbursement (Please make request for invoices to Maher Wasef)	Monthly (minimum quarterly)	Maher.M.Wasef@tn.gov for Questions and Inquiries OBF.Grants@tn.gov for Invoicing
Quarterly Program Income Summary	Quarterly for Income Producing: July through September October through December January through March April through June Fiscal Year (July 1 st through June 30 th) – NO Income Producing:	Completed online and copy emailed to Program Manager: October 15th January 15th April 15th July 31 st July 31st
Quarterly Performance Measures Report(s) via Federal Performance Measurement Platform	Quarterly for Period Ending July through September October through December January through March April through June	Completed online (PMT System) and copy emailed to Program Manager: October 15th January 15th April 15th July 15th
Equipment Summary	July 1 st through June 30 th	July 31 st <u>Equipment Summary report is only required for programs which purchased individual equipment items valued at \$500 or more</u>
OCJP Annual Report forms by Priority Area: Community Crime Prevention Correctional Programming Criminal Justice Information Systems Criminal Justice Professional Enhancement Training Multi-Jurisdictional Drug & Violent Crime Task Forces Pre-Trial Service Delivery Generic Annual Report (All other projects not falling into one of the above priorities.)	July 1 st through June 30 th	July 31 st

Policy 03 Quarterly Expense and Revenue Report (Non-Profit Agencies Only)	Quarterly for Period Ending July through September October through December January through March April through June	Complete and mail to OCJP.P3@tn.gov October 30th January 30th April 30th July 31st
Training Participant Survey Report	July 1st – June 30th	Submit Online by July 31st
Domestic Violence Shelter Programs Output Report	July 1st – June 30th	Submit Online by July 31st <u>All Fund Sources require that ALL clients participating in your domestic violence shelter program(s) be counted as part of this annual output report regardless of the grant type.</u>